

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2003-71	Opening Date:	May 6, 2003	Closing Date:	May 28, 2003
Position/Position Number:	Medical Data Clerk (Scanner) GS-303-4 (#4438A) Target 5 or GS-303-5 (#4439A) (TWO POSITIONS)	Organizational Location:	Patient Financial & Support Service Health Services Administration Section Duty Station: Temple ICF		
Salary Range:	GS-4: \$22,968 - \$29,854 per annum GS-5: \$25,697 - \$33,402 per annum (INCLUDES 9.62% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

Duties and Responsibilities:

Hours of Duty: 1:00 p.m. – 9:00 p.m., Monday – Friday. Incumbent performs duties to include the receiving, indexing and scanning of health and administrative information. Incumbent will interface with personal computer (PC) applications as well as numerous VISTA applications. In this regard, incumbent will index each scanned document into VISTA imaging attaching it to a progress note viewable in Computerized Patient Records System (CPRS). Each note will be assigned the appropriate document named nomenclature, and electronically choose an electronic signature for the scanned documents. Incumbent will review and research numerous and voluminous medical reports from non-VA health care facilities, making a determination as to which documents are to be scanned, and when necessary, obtain guidance from providers and/or supervisor and Medical Records Committee. When records and reports are received, the incumbent will ensure that all necessary health/administrative information is integrated into VISTA through VISTA imaging software. The incumbent must index this information using PC/VISTA application bridges. Incumbent is required to perform all duties in the File Room and Release of Information departments. Incumbent is required to assist in training staff members and assisting with tasks during job vacancies and employees absences. During the File Room Supervisor's absence, incumbent will assist in resolving File Room issues such as lost records, urgent need for large record pulls for external reviewers and research purposes, and retrieval of hard copy reports from multiple volumes of patients' records, etc. for patient care, research, and to comply with requests for medical information. Incumbent must be flexible in order to undertake a variety of miscellaneous administrative duties.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service (HRMS). At the GS-4 level, must have one year general experience OR two (2) years above high school. At the GS-5 level, must have at least one (1) year of specialized experience equivalent to at least GS-4 or four (4) years of successfully completed education above the high school level. **If education is to be substituted for experience, transcripts must be on file in official personnel folder (OPF) or submitted with application in order to receive credit. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of this announcement.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:
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- Knowledge of multiple systems and current computer technology regarding imaging applications, PC fax applications, and numerous DHCP applications.
- Knowledge of filing sequence of both administrative and medical records.
- Ability to adhere to confidentiality of medical information to maintain professional conduct/performance and comply with the Privacy Act and Freedom of Information Act (FOIA).
- Ability to communicate both orally and in writing with a wide variety of people with differing educational backgrounds.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. VA Form 5-4078 must be received in HRMS, Temple, by close of business on closing date of announcement. VA Forms 5-4676A and 5-4667B must be received within seven (7) calendar days after the closing date of announcement. **Applicant must indicate on VA Form 5-4078 the grade level(s) for which they wish to be considered. DO NOT SUBMIT** letters of recommendation, performance appraisals, position descriptions, photographs, publications, examples of your work, etc. This additional information will not be forwarded to the facility. **Extraneous application materials submitted will be destroyed.** Refer all questions to Karen Young, Human Resources Specialist, extension 39-5513.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A BARGAINING UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO OTHER INTEGRATED CARE FACILITIES (ICFS) WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.